



# NEW LOOK COMPUTER & DATA



# AI

# PROS, CONS, and PROMPTING

AI isn't just knocking on the door of your business—it **has kicked the door wide open and is making itself at home!** As a small to medium-sized business (SMB), the question isn't **whether you should use AI**, but how to do so without it turning into a **financial black hole...**

This E-Book is your trusty guide, packed with insights on **becoming an AI prompt maestro, avoiding mishaps and security lapses**, and **prepping your business** for a future where AI is your right-hand helper.

# IMPROVING YOUR SMB WITH AI: **UNVEILING THE POTENTIAL**



First things first: **let's unravel the enigma that is AI.** Imagine AI as a super-smart assistant who doesn't mind working 24/7... **they just need guidance to get on the right track!**

This assistant is powered by something called **LLMs** (Large Language Models), the digital brains that generate text based on user inputs. Their strength for **content generation** comes from being able to understand and predict language patterns to complete your requests.

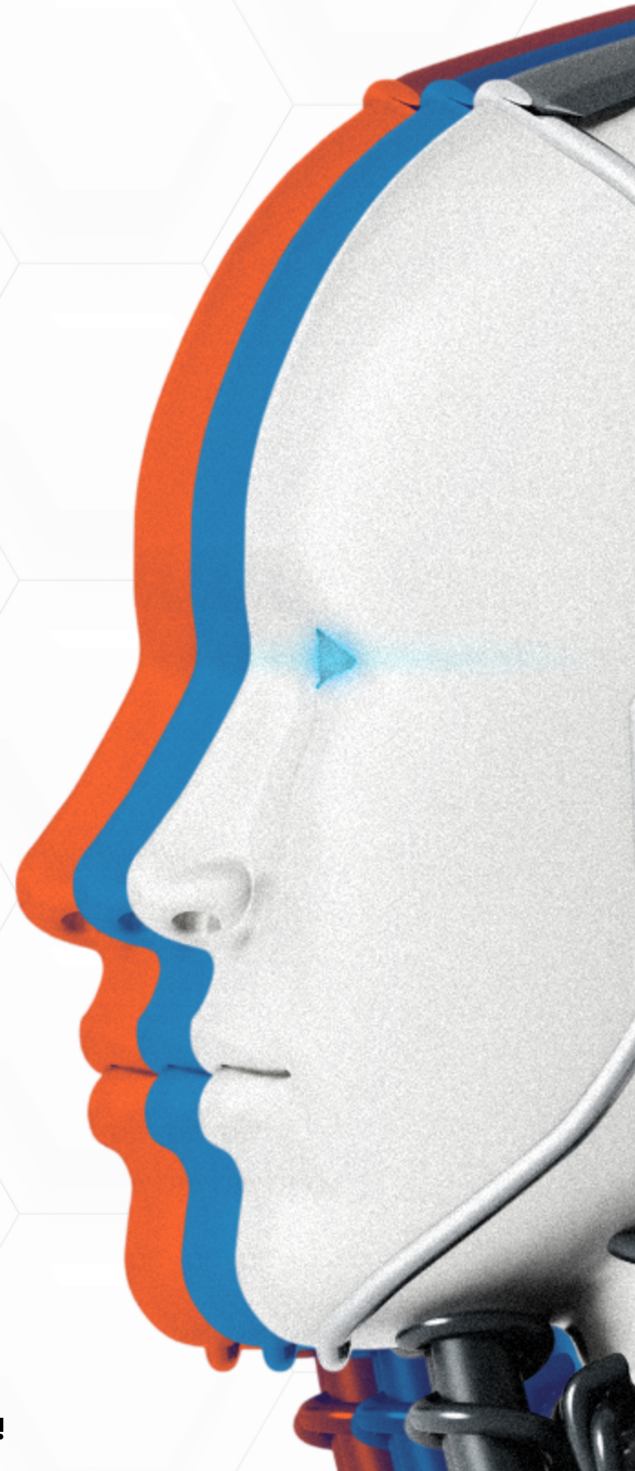
So, **why should your business care about AI?** When utilized correctly, AI can serve as the **secret ingredient** that transforms your operations from ordinary to extraordinary. By automating repetitive tasks and saving your employees time, generative AI serves as the engine that can **drive increased productivity across your business.**

**Example:** A retail company implements AI to analyze customer purchase patterns and inventory levels. This AI-driven insight enables them to anticipate demand spikes and personalize marketing campaigns, **resulting in increased sales with increased bandwidth!**

Now, you might be thinking, **"This sounds great, but is AI really that valuable?"**

The answer is a **resounding yes!** AI can propel your business ahead of competitors who are spinning their wheels: whether you're in retail, finance, healthcare, or any other industry, AI has the potential to **streamline your operations.**

**Don't just take our word for it** – business leaders worldwide are hopping on the AI bandwagon, realizing it's not just a fleeting trend. It's an essential tool for **future-proofing your SMB** and staying relevant in a world where technological advancement shows no signs of slowing down. Ignoring AI today would be like ignoring the internet in the 90s—**a colossal missed opportunity!**



EFFECTIVE AI USAGE:

# THE FOUNDATION OF A STRONG PROMPT



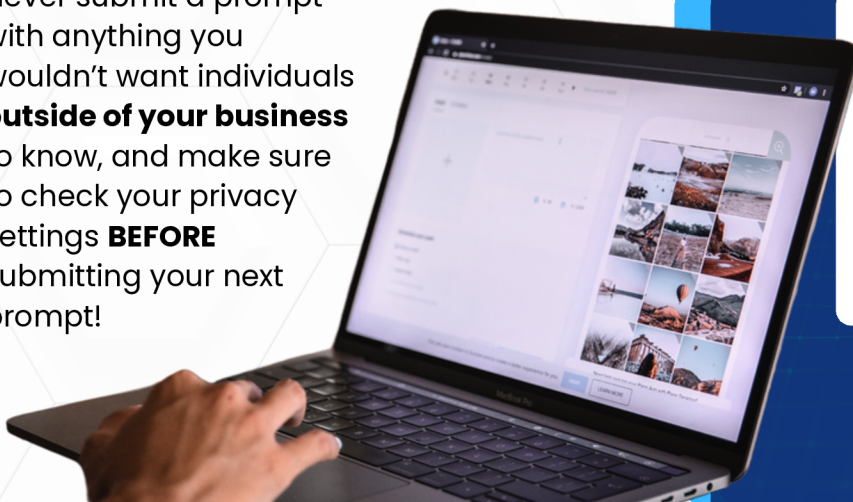
Now that we've established why AI is worth your attention, **let's dive into the art of crafting an effective prompt.** Think of a prompt as a **secret handshake** you use to communicate with AI. Nail your prompt and generative AI becomes your new best friend, delivering responses that are **accurate** and **incredibly useful.** If you're vague or ambiguous, **the results will only serve to waste your time...**

A well-crafted prompt guides AI to **understand your intent** and deliver responses that are on point. For example, if you're using AI for customer support, a precise prompt can help the AI provide **accurate answers** to your clients. It's all about setting the right context and providing enough information for AI to work its magic!

**Example:** "I need a social media caption for **[COMPANY NAME]**, an IT company providing IT services to small businesses. The caption should highlight the benefits of our Managed IT, focusing on cost efficiency, all-inclusive service, and increased security. The tone should be professional but approachable, targeting small business owners. Encourage readers to visit our website at **[WEBSITE URL]**. The caption should be concise and engaging."

Keep in mind that you need to **be aware of the information that you are feeding generative AI:** the best practice to keep your data secure is to **never input sensitive company info or credentials.** The **Large Language Models** powering these tools are powerful, but there is nothing stopping them from taking the information you input and **sharing it with other users** (while trying to answer their prompts most effectively).

Never submit a prompt with anything you wouldn't want individuals **outside of your business** to know, and make sure to check your privacy settings **BEFORE** submitting your next prompt!



Your Prompt Here:

3/200 words

**GENERATE** A blue button with the word "GENERATE" in white capital letters and a white icon of three interlocking gears to its right.

# PREPARING FOR IMPLEMENTATION

Now it's time to implement AI at your business:

## here's how to get started!

1

Setting clear objectives is the first step. **What do you hope to achieve with AI?**

Whether you want to improve the customer experience or enhance your marketing collateral, having a **clear vision** will help you get started and guide your next steps.

2

Next, **invest in ongoing education and training for your team!** AI is a powerful tool, but its effectiveness depends on **how well your employees can use it.** Providing training ensures your team is equipped with the knowledge and skills to harness AI's capabilities effectively.

3

Finally, laying a solid foundation for AI involves **integrating it into your existing workflows.** This might require some adjustments, **but the payoff is worth it.** You'll want to verify this is possible with your current tools and discuss the best implementations with your team!

Outside of step 1, **these preparations can be difficult to manage entirely in-house.** How about we recommend some help?



# REASONS TO WORK WITH A MANAGED SERVICE PROVIDER



AI usage at your business can quickly snowball **without structure**: it's important to have robust policies and guidelines in place to regulate AI use and make sure it's being **used in the right contexts**.

## EXAMPLE:

An employee doesn't know how to effectively build a prompt or check AI for inaccuracies. Trying to impress clients, they use AI to generate information for a sales sheet, which leads to a major PR disaster **when the AI-produced content contains inaccuracies and misleads clients**.

Now, you might be wondering **how to balance innovation with oversight**. The answer lies in partnering with a **Managed Service Provider!** MSPs (like **New Look Computera and Data** are equipped to guide your business safely up the mountain of AI integration without any nasty surprises along the way. Whether it's **implementing AI tools, providing training, or building a set of standards and usage rules**, the right MSP can be your partner in navigating the complexity (and uncertainty) of AI!

## EXAMPLE:

A manufacturing company partnered with an MSP to implement **predictive maintenance AI**. The MSP helped integrate AI into existing systems and trained staff on AI operation, leading to **significant reductions in downtime** and **preventing any usage missteps**.



# TIME TO MOVE YOUR BUSINESS FORWARD!

We hope this E-Book has served as an **orientation** to using AI in the SMB space and helped you to start thinking about how it can **specifically benefit your business!**

Embracing AI isn't just about staying competitive (**though that's a huge plus**); it's also about transforming your business and making what you do easier! Just keep in mind that **precise and responsible usage** is the key to truly benefiting your productivity.

If you'd like **an AI expert** to guide you through implementation and serve as your one-stop library of expertise, look no further than New Look Computer and Data! We'll make sure your business is **at the pinnacle of modern AI capabilities.**



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